**Table of Contents**

Florence Nightingale Pledge 3

Welcome, Introduction 4

Mission Statement 4

Beliefs, Philosophy 5

Conceptual Framework 6

Organizational Chart 7

Policies/Procedures

Non-Discrimination 8

Admissions Criteria 8-10

Immunizations 9

Background/Fingerprinting 9

Drug Screening 9-10

Re-Admission/Withdrawal 10

Goals 10

Standards and Conduct 11

Honor Code 11

Dress Code/Appearance 12

Bloodborne Pathogen Exposure 13

Safety Health Services 13

Program Costs 14

Tuition, Books, & Fee Payments 15

Financial Funding & Scholarships 15

Seat Holding Fee 15

Name/Address Change 15

Housing/Travel 15

Waiver of Liability 16

Parking 17

Library Use 17

Social Media 17

Cell Phone (Smart Watch) 18

Tobacco Products 18

Weapons 18

External Work Expectations 18

Class/Clinical Days & Hours 18

Lunch Breaks 19

Community Service Hours 19

Holidays and Vacations 19

Snow Days & Delays 19

Illness/Incidents 20

Pregnancy 20

Jury Duty 20

Probationary Contracts 20

Behavioral Expectations 21

Immediate Dismissal 21

Program Closure 22

Student-Instructor Communication 22

Grievance 22

Confidentiality 22

Class Representatives 22

Program Outcomes 23

Student Learning Outcomes 23

Evaluations 23

Class/Clinical Behavior 24

Attendance 24

Clinical Objectives 24

Clinical Attendance 25

Promotion 25

Graduation 25-26

Grading Policy 26

**The Florence Nightingale Pledge**

*I solemnly pledge myself before God*

*and in the presence of this assembly,*

*to pass my life in purity*

*and to practice my profession faithfully.  
I will abstain from whatever is deleterious and mischievous,*

*and will not take or knowingly administer any harmful drug.*

*I will do all in my power to maintain*

*and elevate the standard of my profession,*

*and will hold in confidence*

*all personal matters committed to my keeping*

*and all family affairs coming to my knowledge*

*in the practice of my calling.*

*With loyalty will I endeavor*

*to aid the physician in his work,*

*and devote myself to the welfare*

*of those committed to my care.*

In 1893, Mrs. Lystra E. Gretter and the Farrand Training School for Nurses wrote an adaptation of the physician’s Hippocratic Oath for nurses. It was named the Florence Nightingale Pledge in honor of the esteemed founder of nursing and is also known as the Nurses’ Oath.

Welcome

Welcome to Med-Care Training Center, Inc.’s School of Practical Nursing. We congratulate you on the decision to pursue a profession in nursing. The training to become a healthcare provider is demanding, however you will also find it very rewarding. Our goal is to assist you in gaining the knowledge, skills, and love of being in this profession.

Your responsibilities include studying, learning, and applying the knowledge and skills that are offered to you. We are all adults, and it is YOUR responsibility to conduct yourself in a professional manner and be accountable for your actions.

*“Education is fundamental to the American way of life. Let us keep faith with those who have made such great investments in us by doing our best.”*

The practical Nursing Student Handbook is provided to introduce students to our practical nursing program’s mission, beliefs, framework, goals, and policies. The information in this handbook had been prepared to answer questions you may have about our program. You will find information regarding tuition costs, courses, grading standards, and expectations for students. You should read it thoroughly and keep it as a reference and guide throughout your time at our school.

\*NOTE: ALL policies are subject to change as needed. If it becomes necessary to change a policy within the year, students will receive written and verbal notification.

Introduction

It is the purpose of Med-Care Training Center, Inc. to make better and more capable citizens from the students who attend our school. We seek to find and use every effective means to provide our students with an educational experience that will promote cooperative and successful living in society.

Our school promotes a high standard of conduct among students and teachers. Med-Care has an objective to create and develop an interest in civic affairs, property, and to encourage full and complete utilization of every opportunity for maximum educational growth.

Mission Statement

We will educate all students so they can become competent, contributing members of society.

*“Our goal is your success. “*

Our Beliefs

* All students can learn.
* Students are individuals with unique intellectual, physical, social, & emotional needs.
* Student learning is the chief priority for our school.
* Instructors, staff, administrators, students, & community members share in the responsibility for proving a supportive learning environment within our school.
* Clear goals & high expectations for student achievement should guide the development of the curriculum & the design of instructional strategies & learning activities.
* Students learn in different ways & should be provided with a variety of instructional approaches to support their learning.
* Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement & real contexts to apply their learning.
* The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

Our Philosophy

The philosophy of our School of Practical Nursing expresses Med-Care Training Center’s beliefs about human beings, health, nursing, education, and role of the practical nurse in society. Our primary objective is to prepare our students for a rewarding career in the nursing profession. Due to the changing health care needs within our area, the curriculum is designed around the belief that a practical nurse can perform tasks and provide patient care by using health teaching and counseling. Our curriculum is planned to combine theory and clinical experiences that progress from simple to complex.

We believe that the practical nurse must be committed to promoting and maintaining health by providing therapeutic, supportive, rehabilitative, and evaluative services to human beings under the supervision of a registered nurse. Practical Nursing is a creative, service-oriented occupation, with a high degree of responsibility, accountability, and competency with emphasis placed upon promoting and maintaining a high level of wellness within a holistic context. Professionalism shall be exhibited in conduct, appearance, relationships, communication, and confidentiality.

Nursing education is the framework for learning and should foster the desire to gain more knowledge to meet individual needs and goals. Learning is a lifelong endeavor which is constantly evolving as a result of the rapidly changing technological advances in the environment. Students will be encouraged to inquire, analyze, synthesize, and generalize in order to prepare them to make beneficial contributions to society.

Practical nursing education will provide the student with the opportunity to learn basic and technical skills necessary to competently contribute to the provisions of health care of each patient. The dramatic changes in the roles and responsibilities of the Practical Nurse place the need for a curriculum that is academically career-oriented in nature, flexible and adaptable to the needs of the unique student population.

Conceptual Framework

The Practical Nursing Framework give a graphic representation of how our mission and beliefs apply to the nursing program and its outcomes. The framework consists of five levels. The first level represents the experiences a student brings with them when they enter the program that includes any knowledge gained in school and life. The second level represents basic nursing concepts and skills to which the student is introduced to and builds upon throughout the program. The third level represents advancing skills and knowledge as the student progresses toward graduation. The fourth level is graduation for having successful completion of our nursing program. The final level is when the students take and pass the NCLEX-PN exam, that puts them at the threshold of the nursing profession. These levels create a path each student advances through within our program. Our belief that all students can learn and the school’s willingness to assist each student to succeed, will guide the students through each step in their nursing education. That is what shapes our nursing curriculum. Our mission is to see our students’ progress from their experiences from entry to exiting into the nursing profession.

**Level 5**

**Level 4**

**Passing**

**NCLEX-PN**

**Level 3 Exam**

**Graduation**

**Level 2**

**Clinical**

**Level 1 Skills**

**Basic**

**Life Nursing**

**Experience**

Practical Nursing Organizational Chart

Diagram

Description automatically generated

Policies/Procedures

Each student is responsible for understanding the policies and procedures of this program. If the student cannot comply with our policies and procedures, it may be in the best interest of the student, to find another program to attend that meets their needs. Each student must sign our policy stating they have reviewed, understood, and agree to follow our policies and procedures to stay in the program. Any questions students may have to help better understand our policies and procedures, or to get clarification can be made to the program coordinator.

Non-Discrimination

Med-Care Training Center adheres by the policies set in place by our government regarding discrimination. The Civil Rights Acts of 1964, the Education Amendments of 1972, and the Rehabilitation Act of 1973, determined that no person in the United States shall be discriminated from participating under any educational program or activity receiving financial assistance. Students are admitted without discrimination about race, sex, age, creed, ethnicity, religion, marital status, or disability. Students with special needs (physically, cognitively, emotionally challenged or learning-disabled) may be eligible for accommodations through the Americans with Disabilities Act (ADA). Anyone who feels they are discriminated against may call Med-Care Training Center, Inc. at 304-239-3225 to file a grievance or WV Humans Rights commission at 304-558-2616.

Med-Care Training Center, Inc. Admission Criteria

1. Applicants must be at least 18 years old prior to start of class & have a high school diploma or TAS/GED prior to August 1st (Documents may be obtained from DiplomaSender.com).
2. The TEAS pre-admissions exam will be offered starting the third week of January and continuing through May of each calendar year. Applicants must complete the exam with a minimum score determined by Med-Care Training Center, Inc. School of Practical Nursing. (Register for TEAS assessment with ATI TESTING.COM).
3. Applicants must have a current COMPLETED physical exam & the following immunizations: Students will be required to adhere to federally recommended standard precautions to protect themselves and to prevent the spread of disease in clinical areas. Vaccinations are **REQUIRED** to participate in all clinical areas. It is the responsibility of the student to provide proof (either by public health vaccination record or by signature of healthcare provider administering vaccines or titers) to Med-Care Training Center, Inc. BEFORE October 1st. All fees acquired are the responsibility of the student. This documentation will be placed in the permanent student file.

Required immunizations include the following:

* **Tdap**: current immunization for tetanus, diphtheria, & pertussis (whooping cough) must be received, and documentation submitted.
* **Tuberculosis Screening**: a 2-step PPD, OR chest x-ray if PPD is reactive, with negative results, is required and must be completed prior to first day of class.
* **Hepatitis B**: complete the three-vaccine series or students will need to submit proof of a reactive quantitative Hepatitis B Antibody (Ab) titer. Gray-zone or non-reactive titer results indicate a need to repeat the series.
* **Measles (Rubeola), Mumps, Rubella**: two immunizations administered on or after the first birthday and at least 30 days apart.
* **Varicella (Chicken Pox):** documentation of two immunizations administered on or after the first birthday and at least 30 days apart; OR lab report of positive immune serum antibody titer.
* **Influenza (FLU)**: annual immunization REQURIED.

\*\*All documentation regarding immunizations REQURIED before first day of class.\*\*

1. Criminal Background Check and Fingerprint Policy

Med-Care Training Center, Inc. mandates criminal background checks and fingerprinting of all students. The results of all individual background and fingerprinting will be kept in a secure location with controlled access. All individual test results will be considered confidential. Once background checks are complete, the name, social security number, and DOB will be submitted to the WV State Board of Nursing for Licensed Practical Nurses for an extended search on the National data base.

\*Criminal Background tests and fingerprints are outsourced to IDENTOGO with Quality Drug in Chapmanville, WV and are required of ALL students prior to acceptance into our program.

\*Students who leave the program for one or more program terms will be required to have background and fingerprints redone upon re-admission.

\*Students who are convicted of a felony after program admission are responsible for reporting that conviction IMMEDIATELY to Med-Care Training Center, Inc.

1. Drug Screen Policy

* All students must pass a required 12 panel urine drug screen at the designated time & facility contracted by Med-Care Training Center, Inc.
* Any student failing this initial drug screen will not be accepted at that time.
* A student prescribed narcotic medication or any medication that would test positive MUST provide documentation of prescription to nursing coordinator BEFORE screen.
* Failure to provide documentation will result in not being accepted at that time.

Any student on methadone/suboxone maintenance shall agree to random drug/alcohol screens at their own expense, which may be on a more frequent basis that for other students enrolled in the program. Any drug/alcohol screening for those students, whether at the time of admission or after enrolling, shall specifically test for methadone/suboxone and differentiate any positive results for opiates and other substances. Furthermore, these individuals must have their attending physician to submit a written statement to the Practical Nursing program coordinator. Any evidence of non-compliance with treatment or ANY drug/alcohol screen that is positive for any substance other than what was prescribed and declared prior to the screening shall be grounds for immediate dismissal from the Practical Nursing program.

**\*Receipt of a result indicating the presence of ANY amount of ANY substance for which a student does not hold a legal, valid prescription, OR of ANY non-prescription substance not declared prior to the screen shall be grounds for immediate dismissal from the nursing program.**

1. All students are required to be certified in CPR/First Aid by American Heart Association (AHA) prior to first day of class.
2. The West Virginia Long Term Care Nurse Abuse Registry will be checked prior to admission. The registry will be rechecked at six months and again before graduation. Any student whose name appears will be dismissed from the program.

\*Med-Care provides a list of local facilities and costs for the required exams/labs for students.

Re-Admission/Withdrawal Policy

If you wish to withdrawal from the program or feel it is necessary to do so, please request a meeting with the program coordinator to discuss the problem. Students who chose to withdrawal before completion of semester one may re-apply to the program at any time. However, they will have to repeat the entire first semester.

Students who successfully complete semester one who choose to withdrawal between semesters or during semester two may choose to re-apply to enter the program at the beginning of semester two (advance placement). Because of the integrated nature of nursing knowledge, failure in one course requires repeating all didactic and clinical courses in that semester. However, reentry is at faculty’s discretion and dependent on space availability. Practical Nursing program course work must be completed within two academic years from the initial admission date. A student who withdrawals twice will not be considered for readmission.

Note: If a student withdrawals or is dismissed from the school, tuition may be refunded on a prorated basis, if it was paid in full. However, books, lab, and other fees are non-refundable.

Goals

This program strives to prepare the practical nurse with a variety of skills to be used in the workforce. The practical nurse is expected to provide nursing care to individuals of all ages and all health conditions. Our outcome is to provide quality, safe, and competent care under the supervision of the RN.

Nursing is always evolving so the graduate should maintain knowledge, skills, and abilities throughout his/her career. The basic education is intended to be a foundation to build upon by experience and continued education. Graduates are encouraged to pursue excellence in the nursing profession.

Student Standards and Conduct

Med-Care Training Center, Inc. is concerned with the appearance of students that seek employment. Many agencies and organizations outside our school are interested in student behavior and appearance. In the classroom, clinical site, or lab, students are to abide by the standards for safety and appearance. Our students are considered adults and are responsible for their own conduct and respecting the rights and privileges of others. Rules, Policies, and regulations of Med-Care are to be respected. Failure to conduct themselves as expected is cause for suspension or dismissal.

Ethical standards for nurses are higher than other professions and require a higher level of accountability and respect. The nurse must respect the right of individuals to make their own decisions and realize the individual’s personal accountability in making such decisions.

Student Honor Code

The honor code is established to promote professional conduct and personal integrity of all nursing students. The Practical Nursing program has a ZERO tolerance policy for academic integrity violations of any kind. A student found to be in violation of any of the following will be IMMEDIATELY dismissed from the program.

1. Copying from another student’s paper.
2. Using materials during a test not authorized by the person administering the exam.
3. Collaborating with any other person during a quiz/exam or assignment.
4. Knowingly obtaining, using, buying, selling, transporting, or soliciting, in whole or part, the contents of ANY quiz, exam, or assignment.
5. “Plagiarism” meaning the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit. This included purchases or borrowed papers.
6. Furnishing false information to Med-Care Training Center staff with the intent to deceive.
7. Forgery, alteration, or misuse of Med-Care Training Center’s documents or records.
8. Theft or malicious destruction, damage, or misuse or Med-Care’s property or the private property of another, where occurring on or off school property.
9. Possession, use, or distribution of any alcohol, narcotic, dangerous or unlawful drug, or controlled substance as defined by the laws of the United States and the State of WV, except as expressly permitted by law.

Students who believe that their peers have cheated on any course work have the ethical responsibility to themselves, fellow students, and the nursing program to immediately notify the instructor of that course. When conducting academic integrity inquires, the reporting student’s anonymity will be maintained.

**(Code of WV 30-7A-1)**

**The definition of the term “Practical Nursing” means the performance for compensation of selected nursing acts in the care of the ill, injured, or infirmed under the direction of the registered professional nurse or licensed physician or licensed dentist, and not requiring the substantial specialized skill, judgement, knowledge required in professional nursing.**

Dress Code and Personal Appearance

All students are expected to keep themselves neat, clean, and groomed.

The dress code for our Practical Nursing program is as follows:

1. Students will be expected to wear our program’s uniform with the appropriate GOLD leather lace-up tennis shoes while in all clinical settings. Students may wear a NAVY long sleeve shirt under the uniform or lab jacket. Uniforms/shoes are the responsibility of the student and are to be kept neat, clean, and uniforms ironed. If uniform/shoes become unacceptable, the student must purchase new ones.
2. Antiperspirant/deodorant is required; If odor is offensive, students will be asked to leave and attendance will apply; this includes smells of animals, smoke, foods, etc.
3. Use cosmetics sparingly and avoid perfumes/cologne and cigarette smoke.
4. Nails should be trimmed below top of finger; NO POLISH (including clear) NO ARTIFICIAL!!
5. Hairstyles must be clean and well kept; if hair touches your collar, it must be pulled up. Eccentric hair colors are unacceptable, including pink, purple, blue, orange, bright red, etc.
6. Male students are to be clean-shaven or facial hair must be neat, clean, and trimmed appropriately; if masks are required, beard must be less than ¼ inch.
7. Students must wear a secondhand watch. Students may wear a smooth wedding band; ONLY one pair of post earrings allowed; NO diamonds, necklaces, bracelets, etc. ABSOULTELY NO BODY JEWELRY, PLUGS, OR SPACERS; this includes nose, lip, tongue, eyebrow, cheek, belly, (ANY/ALL body parts included).
8. All tattoos that may be deemed obscene or offensive must be covered. It is the student’s responsibility to see that they are always professionally presentable.
9. NO gum allowed during class or clinical.
10. You will be identified as a student at all times. You must be prepared at all times for clinical rotations including all supplies, watch, name badge, stethoscope, BP kit, BLUE ink pen/note pad, and any other required items. NO stethoscope covers due to infection control. Personalized badge reels MUST be pre-approved by nursing coordinator/instructor.

Bloodborne Pathogen Exposure Policy

Practical nursing students are at risk for exposure to bloodborne pathogens.

In the event that a student is exposed to blood or body fluids while participating in student clinical tasks, the policy outlined below will be followed:

1. Immediately report exposure to instructor/supervisor.
2. Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashed in the eyes, flush with water for 10-15 minutes using eye wash.
3. Students are advised to report to the nearest emergency room, clinic, or physician’s office for first aid and baseline testing.

\*Note: The student is responsible for any and all treatment expenses, baseline testing, and damage or loss associated with such injury that is not covered under Med-Care Training Center, Inc.’s accident policy.

1. Complete an exposure incident report within 24 hours of incident.
2. All information will remain confidential to protect the individuals involved.

\*All students are required to read and sign the Health Professionals Consent and Release form before participating in lab/clinical activities.

Safety Health Services Policy

The following safety precautions must be followed while the student is in class and clinical settings:

1. NO eating or drinking is allowed while performing ANY procedures.
2. Disposable gloves must be worn when handling biological specimens.
3. All body fluid spills must be decontaminated immediately using a 10% bleach solution.
4. Any accidents (broken glassware, body fluid splashes, puncture wounds, etc.) must be reported to the instructor immediately and follow-up action initiated as directed. (see Med-Care Training Center, Inc, Bloodborne Pathogen Exposure Policy)

\*The instructor/program coordinator/administrator may dismiss a student from the program at any time if unsafe behavior is observed.

Practical Nursing Program Cost

\*Students receive cost sheet on day of entrance exam\*

Tuition, Books, and Fee Payments

All costs associated with the program are the responsibility of each individual student and includes the following: tuition, books, supplies, lab packs, HESI simulations/Review,

uniforms, immunizations, transportation, CPR/First Aid certification, testing/exam fees, graduation package, and other fees. If an agency is funding a student, the student is responsible for obtaining the necessary forms from the funding agency and submitting them to Med-Care Training Center to ensure documentation is complete for all covered costs. If the agency has not sent payment prior to due dates, the STUDENT is responsible for all fees and will be reimbursed AFTER payment is received from agency. A student will not be allowed to attend class if tuition and fees have not been paid in full by due date. \*\*NO EXCEPTIONS\*\*

The following supplies are required:

* Watch with second hand (NO SMART WATCHES)
* Uniforms/Approved shoes
* Pen (BLUE) / Notepad
* Laboratory Nurse pack
* Drug Handbook/Medical Dictionary

Any student who pays tuition & withdrawals from the program may be eligible for a prorated refund if proper procedures for withdrawal are followed. The Med-Care Training Center policy must be followed to qualify for the refund. Refer to refund policy in this handbook.

**\*Textbooks, lab supplies, uniforms, and other fees are NOT REFUNDABLE.**

Financial Funding and Scholarships

In the event the student is unable to private pay, financial funding may be available to our students and is awarded based on need, merit, and availability. The student may obtain information about these external resources by contacting our office at 304-239-3225.

Seat Holding Fee

A seat holding fee of $100.00 is due in the office by the deadline date, prior to the start class. The seat holding fee is non-refundable.

Name/Address Change

Any change in your name, address, or phone number should be reported, in writing, to our office as soon as possible to maintain current information for files.

Housing/Travel

Students are required to provide their own housing and transportation to and from school, clinical sits, labs, etc. Travel is mandatory and all costs of travel is on the student.

**WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

In consideration of my attendance, participation, and training at Med Care Training Center, Inc., I hereby RELEASE, WAIVE, DISCHARGE and COVENANT not to sue Med Care Training Center, Inc., its officers, agents, servants, and employees, and each and every one of them, from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related in any manner to any loss, damage, or injury, including death, that may be sustained by me, or any of the personal property belonging to me, whether caused by the negligence of myself or some third party while participating in any activity associated with Med Care Training Center, Inc. or while in, on, or upon the premises of Med Care Training Center, Inc., specifically including, but not limited to any injury, including death or property damage that may occur on any occasion that I am driving to or from the Med Care Training Center, Inc. facility or to or from any clinical location. It is understood that this waiver of liability and hold harmless agreement applies whether I am the operator of the automobile or riding as a passenger.

I further hereby agree to indemnify and hold harmless Med Care Training Center, Inc., its officers, agents, servants, and employees from any loss, liability, damage, or costs, including court costs and reasonable attorney fees, that may occur due to my participation in any activity associated with that training facility.

I also am aware that Med Care Training Center, Inc. does not maintain any insurance policy that would cover any circumstances in which I am operating or riding as a passenger in an automobile while going to and from the Med Care Training Center, Inc. facility located at 1109 Holden Road, Logan, West Virginia 25601, or while going to and from any location in which I am doing my clinicals.

I further acknowledge that I am an adult and have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it, and sign it voluntarily as my own free act and deed, and I fully intend to be bound by the terms of this document.

Witness the following signature on the \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Witness Participant

Parking

Med-Care Training Center, Inc. will provide students with appropriate parking areas at our school. While at clinical facilities, students are to park in designated areas. At LRMC, student parking is in the uppermost lot designated for employee parking. At Trinity Health Care of Logan Long-Term facility, parking for students is located at the bottom of the hill. At the other clinic sites, you will be informed where to park prior to going. Failure to park in designated areas will result in disciplinary actions and unsatisfactory clinical performance.

Library Use

Med-Care Training Center, Inc. students have access to our computer learning Lab. Students, faculty, and staff also have access to the local area libraries (Logan, Man, Chapmanville, and surrounding areas). The local libraries are available to students with open access most weekdays. Med-Care Training Center is available Monday through Friday 9am-2pm for student use. We offer media resources in a comfortable, centralized area providing all student access to the following: wireless internet access for portable laptops; computer work stations with internet and printer access using Microsoft Office; online and print/hardcopy library resources; video/DVD resources and numerous variations of current medical/educational textbooks, documents and references.

In addition, students have access to all contracted facilities resources.

The size, location, seating capacity, and library hours vary among available sites.

Social Media Policy

Social media has become an integral part of how people communicate and share experiences. However, most of what you do as a student cannot be shared due to HIPPA and confidentiality, privacy, and security laws and regulation.

Please be aware of the following:

* Med-Care students are not authorized to create or manage a social media site, page, network, etc., that claims to belong or be affiliated with Med-Care Practical Nursing Program, either explicitly or otherwise.
* No health information of any kind can be shared through social media to students including patient identifiers, diagnosis, treatment options, or medical advice.
* Students will be held accountable for their comments, posts, pictures, etc.
* Med-Care PROHIBITS the use of cell phones/cameras/videoing in class and clinical setting.

Violation of the social media policy will be grounds for immediate dismissal. In addition, please be aware that the faculty has been asked to maintain professional boundaries with students. We respectfully request students not attempt to make personal contact with instructors through social media until after completion of the program. Should an instructor choose to utilize social media as a tool to disseminate information about a course, a course page or user group will be created, and students will be informed how to gain access.

Cell Phone (Smart Watches) Policy

Cell phones (Smart Watches) are **NOT** permitted during **ANY** class or clinical hours. Phones (smart watches) are to be left in the vehicle. Any student caught in possession of their cell phone will have disciplinary action taken. Any offenses can result in dismissal from program.

Tobacco Policy

The use of tobacco in any form is not permitted inside Med-Care Training Center or ANY of our clinical facilities. Please use the designated smoking area to the far right of our building and only the designated smoking areas DURING LUNCH. Disobeying this policy is grounds for dismissal from the program.

REMINDER: NO SMOKING WHILE IN UNIFORMS AT CLINICAL ROTATIONS.

Weapons Policy

Students who are found with any weapons on themselves or on school/clinical property will be dismissed. This includes guns, knives, brass knuckles, and other similar weapons to cause harm.

External Work Expectations

Due to the extensive amount of time required by the Practical Nursing program, it is strongly recommended that students not commit to external work of more than 16-20 hours per week. Students must decide with employment to be off work Monday through Friday days & Sunday through Thursday nights, prior to the start of class. This is for the students’ protection to deliver (and the patients’ safety to receive) quality care.

Class/Clinical Days and Hours

Class/clinical days run Monday through Friday, approximately 8 hours per day. There may be clinical time on Saturdays, occasionally, due to the availability of clinical experiences. They scheduled time for classroom/clinical experiences will not exceed 32 hours per week per student. Due to travel time in some clinical areas and the availability of clinical experiences, starting times may vary. Flexible scheduling is required based on the needs of the facilities. Changes may occur requiring modification to the normal daily schedule. Usual day hours are 8am-3:30pm in the classroom. Clinical times vary according to the rotation site, but are typically 7am to 3pm, although times vary per site. Students are given a calendar so they can determine time requirement.

**\*It is the students’ responsibility to arrange for childcare, transportation (keeping in mind weather and construction) etc. and be available during the required times.**

Lunch/Breaks

Lunch is usually taken around 12 noon and last for 30 minutes. Students are to use this time to conduct personal business, eat, go to the bathroom, etc. Students should not be eating lunch when class starts. Refrigerators are available to keep lunches cold and a microwave is available for student use to heat up lunches. Each student is responsible for cleaning up after themselves, along with the microwave and refrigerators.

There will be a morning break of 15 minutes around 9:45am and a 15-minute evening break around 2:15. These times should be used to take care of personal needs. These times are approximate and are subject to change as needed.

Students are to return as soon as breaks and lunch are over. If you return late without notifying Med-Care Training Center faculty and/or nursing coordinator/instructor, or have no acceptable cause, you will not be permitted into class due to disrupting the other students and instructor.

Community Service Hours Policy

ALL community service hours are to be completed as a WHOLE CLASS unless prior arrangements have been made and approved by the nursing coordinator/instructors.

You will have to complete all 100 hours of community service to be eligible to graduate. All community service hours are to be completed and turned in on or before August 1st.

Holidays and Vacation

Our programs try to follow Logan County School’s calendar. A calendar will be given at the beginning of each year showing the schedule for class/clinical rotations. The vacation schedule includes time off in November, December, spring, and a short summer break. However, in the event of excessive cancellation, it may be necessary to have class/clinical rotations on scheduled breaks to make up time.

\*Note: Calendar is subject to change as needed; students will be notified as soon as possible of any change.

Snow Days and Delays

Our program follows the Logan County Schools cancellation schedule related to weather. You should watch for cancellations on local news stations or sign up for email/text alerts from the WV State Board of Education website. We operate regular schedules in the event of a delay.

\*It is up to the instructors’ discretion to delay or cancel class/clinical in the event of inclement weather. In the event of a change, students will be notified promptly.

Illness/Incidents

Students are responsible for their own medical care if they become sick/injured during the school year. If involved in any kind of accident/incident at a clinical site, notify the supervisor and clinical instructor. Facility procedures will be followed with respect to incidents reports. A copy of all such reports should be given to the coordination to be placed in the student’s file.

The school is not responsible for any illness or injury occurring while the student is performing school/clinical assignments. If a student becomes ill when at school or in the clinical area, he/she must make his/her own arrangements to see a physician.

Pregnancy

A pregnant student may continue in her education in accordance with the Pregnancy Disability Amendment of the Title VII Rights Act along with the written approval of her physician. The student **MUST** present a release from her physician to continue in the program after each visit. She assumes all responsibility for any risk involved and must sign a liability waiver. She will complete the program as decided between coordinator and student.

Jury Duty/Court Hearings

Students will not be counted absent when serving on the jury. It is the student’s responsibility to submit proof of jury duty and he/she will be required to make up all course and clinical work on their own time. Arrangements will be evening and weekends so it will not interfere with the schedule of regular classes. Students are expected to maintain the same academic and attendance standards as other students.

Court hearings and DHHR appointments are also recognized for exemption if appropriate documentation is presented.

\*Note: It’s the student’s responsibility to reschedule dates that interfere with school if possible.

Probationary Contracts

If a student violates our policies and procedures, is unsafe in a lab or clinical, he/she will be placed on a probationary contract. A contract includes a specified period of observation and review of conduct during which the student must demonstrate compliance with the nursing program’s policies and procedures. Any further violations or the continuation of such conduct or actions will result in further disciplinary actions, including possible dismissal. Counseling participation in specific courses or workshops may be suggested. Term of probation and the probationary period will be determined at the time the contract is initiated.

Behavioral Expectations

It is the responsibility of both students and facilitate and maintain an appropriate learning environment in the classroom setting. It is the responsibility of the faculty to place reasonable limits on student behaviors to ensure that classroom interactions facilitate learning and are not disruptive to fellow students.

The following behaviors are considered disruptive to the educational process:

1. Persistent speaking – students who carry on private conversations during instruction/lesson
2. Excessive tardiness – students who disrupt the learning environment by repeatedly arriving late or leaving early
3. Disruptions – passing notes, using phone, disruptive exits from classroom.
4. Disrespect toward faculty/staff/peers – students who devalue the authority, judgement, or expertise of faculty/staff; students that refuse to comply with directions; students who make personal insults or derogatory statements directly to or about faculty/staff/peers
5. Hostile behavior – students who are confrontational, openly hostile, or argumentative with faculty/staff or peers
6. Verbal or physical threats – students who verbally or physically threaten a classmate or faculty/staff member. Police will be notified of such threats.
7. Cursing or foul language – students who consistently use inappropriate language that may be considered offensive to others

If a student behaves in any of the above-mentioned manners, the faculty member may respond by giving a verbal/written warning and/or dismissal from the program. If a student disagrees with the actions taken by the faculty member, they may follow the guidelines stated in the grievance procedures.

Immediate Dismissal

Students will be dismissed without warning for certain offenses including the following:

1. Under the influence/possession of intoxicating beverages/drugs on school/clinical property. The student will be required to screen at his or her own expense if suspected. Refusal to submit to a requested alcohol/drug screen will result in immediate dismissal.
2. Personal violence/threating/intimidating/coercing or interfering with students/staff/patient
3. Possession of weapons
4. Failure to comply with the tobacco policy
5. Theft or dishonesty
6. Falsification of documents
7. A failing grade, upon completion of subject/clinical evaluation
8. Nonpayment of tuition or fees
9. Failure to abide by the policies set by the school and clinical sites
10. Breach of confidentiality or divulging information to unauthorized individuals
11. Absences, as set by the attendance policy in this handbook
12. Two failures to notify the clinical site/instructors when unable to report for duty
13. Accessing internet sites containing pornography, profanity, or chat rooms

Program Closure

In the event the program closes, and it is during a semester, the nursing coordinator or administer will take measures to transfer students to other programs. An attempt will be made to ensure the success of the students through proper program transfers.

Student – Instructor Communication

Students and faculty must be respectful in their communications (verbal, email, text, etc.). Faculty may be contacted Mondy through Friday from 7:30 am to 4:30 pm using the REMIND app, NO Facebook unless instructed by coordinator beforehand.

Grievance Policy

Students should attempt to resolve any problems with peers directly with the person(s) involved. If the student is unable to resolve the conflict, they should make an appointment with the program coordinator to discuss concerns. If the coordinator is unable to satisfactorily resolve the issue, she will refer the student to the administrator of Med-Care, who will attempt to resolve the issues. In the event they are unable to resolve the conflict, the administrator will assist with the grievance procedure.

Confidentiality

Being a member of the health team carries many responsibilities. Remember:

1. Information regarding clients/patients are to stay within the hospital/clinic/office.
2. DO NOT discuss hospital situations outside the hospital or in any public area of the hospital.
3. Follow all policies of affiliation agencies regarding client information including the Health Insurance Portability Accountability Act (HIPAA).
4. Follow the fundamental rules of courtesy.
5. You are a guest in the learning environment; be appreciative, not critical.
6. If you cannot be part of the solution, do not be part of the problem.

Class Representative

Class representatives will be elected by the students during the first semester. Class representatives are invited to participate in meetings to offer student input and suggestions. They will also relay information back to the class as needed. Representatives’ plan and coordinate group activities such as class parties and help with graduation preparations in coordination with the nursing program staff. Being a class representative is a privilege and should not be abused.

Program Outcomes

Program outcomes are developed as performance indicators which give evidence that the nursing program is meeting the mission and goals established by our program faculty. Program outcomes are evidenced by our graduation rates, NCLEX-PN pass rates, training outcomes forms, summary of program evaluations noting job placement rates, and program satisfaction. The nursing program utilizes standards and criteria. In addition, there is consistency noted between the program and the mission and philosophy of the nursing program.

Student Learning Outcomes

A graduate practical nurse will demonstrate the following entry-level competencies:

1. Assess basic physical, emotional, spiritual, and social/cultural needs of the patient.
2. Contribute to the development & implementation of nursing care plans utilizing established nursing diagnosis for the patients with common, well-defined health problems.
3. Provide safe and effective nursing care according to the accepted standards of practice, priority of patient needs, and individual/family rights to dignity and privacy.
4. Utilize effective written and oral communications to establish and maintain therapeutic relationships with patients, their families, and the community.
5. Collaborate with the healthcare team in provision, revision, and evaluation of patient care.
6. Identify personal strengths and weaknesses for the purpose of improving performance.
7. Adhere to a nursing code of ethics.
8. Function as an advocate for the healthcare consumer.
9. Know the difference between care that can be provided by the practical nurse, registered nurse, and/or unlicensed assistive personnel, as defined by the WV code of nursing.
10. Demonstrate accountability for learning and professionalism.

Evaluations

With the end of each semester, the students have the opportunity to complete evaluation forms on the instructors, clinical facilities, and Med-Care Training Center services, classroom, and labs. Once these forms are compiled and scored, the results are given individually to each of the persons/facilities evaluated.

Students are evaluated daily during the course and each day in clinical rotations. They are also evaluated formally at mid-term; at this time, they will complete a self-evaluation which will be compared to the evaluation of the instructors. An exit interview will be held at the end of each semester. These evaluations will be kept in the students’ permanent files.

\*Note: Med-Care provides a complaint box that is anonymous and kept locked at all times where complaints will be reviewed at monthly meetings.

Class/Clinical Behavior

Professional conduct is nursing behavior including acts, knowledge, and practices which through professional experience, has become established by practicing nurses as conduct which is reasonably necessary for the protection of public interest.

Each student is expected to be professional in every learning environment. It is a privilege that agencies allow our students into their clinical facilities. Negative and derogative behavior will not be permitted or tolerated.

These guidelines should always represent Med-Care Training Center and our students:

**Be courteous and respectful; punctual, prepared, and take accountability/responsibility for one’s own personal actions.**

Attendance

Because of the limited time, the wide variety of experiences, and the material the student must learn, attendance is mandatory. If an absence is unavoidable, as a courtesy the student should notify the instructor prior to the absence so arrangements may be made to turn in any assignments or take quizzes that may be missed. This is at the discretion of the individual instructors.

Each student can be absent a maximum of 5 days/40 hours per year without penalty. An absence is defined as more than 15 minutes of missed class time, regardless of whether the missed time occurs at the start, middle, or end of a scheduled day of class. Only one (1) clinical day per semester is permitted.

A student will be excused for three (3) bereavement days for a death of an immediate family member (spouse, child, parent, sibling, grandparent, grandchild, father/mother-in-law, sister/brother-in-law) at the discretion of the instructors.

Absences due to court will be excused, providing the student submits a summons/subpoena, or other court document, and gives the school advance notice of expected absence.

Students are also required to attend/take the preparations course through the National Council for Nursing (NCSBN). The cost of the review is the students’ responsibility/expense.

Clinical Objectives

Clinical objectives are goals that are met during the time spent in the hospital, nursing home, or community agency doing patient care or observing care under the supervision of a clinical instructor or proctor. Grading will be based by satisfactory or unsatisfactory completion of objectives. A satisfactory rating is passing. Once objectives have been mastered, the student is expected to function at that level and build upon it.

Clinical Attendance

Clinical orientation is required for all clinical facilities and are considered clinical hours. If students are late, a grade reduction will result, and students are required to stay and complete orientation.

Students must be in good physical health to attend clinical experiences. Students will not be allowed to attend clinical rotations with communicable diseases. In addition, students cannot have open wounds that are not dressed, continuous or intermittent intravenous infusions, or other medical conditions or treatments that put patients’ or the student’s own health at risk when participating. The clinical coordinator may attempt to reschedule clinical experiences that are missed due to significant illness, medical treatments, hospitalizations, or medical emergencies when possible. Only one (1) clinical day per semester is permitted for absence.

\*Note: A federal background investigation and random drug screen must be completed prior to entering any clinical setting. Admission and successful progression through the nursing program is based upon submission of a satisfactory background investigation and drug screen. Convicted criminal actions may affect your status in the program and could lead to suspension/expulsion. Please see background check/drug screen policy, and confidentiality agreement.

Promotion

To continue in more advanced classes, each course must be passed with an 80% or better. If a student is not passing, they will be placed on probationary contract and consequences could included dismissal from the program. A cumulative grade of 80% is required to receive credit for any nursing course. Students must maintain the 80% average throughout the semester to continue to the next more skilled course.

Should a student fall below this average they will be placed on academic probation with a 3 exam/quiz window to raise their average to the passing standard. Failure to do so within the remediation period will result in dismissal from the program. A remediation window does not exist in the last month of the semester. At the conclusion of a course all students must have an average at or above 80% to be promoted to the next semester.

Graduation

Students who have satisfactorily completed the course of study for the Practical Nursing program are eligible to receive a certificate and school pin. Each student is responsible for the price of the pin, graduation attire, and lamp, which will be presented at the graduation ceremony. The faculty will establish class graduation date and time annually. All students are required to attend graduation unless prior approval for coordinator is obtained. The graduation ceremony is considered part of the overall attendance time.

The class, with the supervision of the faculty, will plan the graduation ceremony. The faculty will make final decisions regarding the appropriateness of the ceremony. Graduation attire is at the discretion of the faculty.

To graduate:

1. The student must pay ALL fees in full.
2. Return ALL borrowed/loaned materials to the school.
3. Complete ALL tests offered (Unit Assessments, HESI reviews, Practice NCLEX, etc.)
4. Demonstrate a grade of 80% or greater in ALL theory courses.
5. Obtain a satisfactory rating in ALL clinical experiences.

Additionally, students are expected to:

1. Actively participate in ALL portions of the NCLEX review and pay costs.
2. Purchase graduation attire, cap, lamp, and pin for the ceremony.
3. Register to take the NCLEX-PN exam, which requires a fee (approx. $250)
4. Take the NCLEX study course and pay the associated costs.

Grading Policy

Each nursing course must be passed with an 80% or greater. If a student does not pass any nursing course, consequences include dismissal from the program. A cumulative grade of 80% is required to receive credit for any nursing course. Students must maintain a weekly unit exam and/or quiz average of 80% or higher in each course. Students must maintain the 80% average throughout the remainder of the semester.

Grades WILL NOT be rounded off.

We want each student to succeed and earn the grade they receive.

The following is Med-Care Training Center, Inc.’s grading scale:

A = 93%-100%

B = 87%-92%

C = 80%-86%

Failing = below 80%

Each course requires a total number of class/clinical hours combined per WV State Board of Examiners for Licensed Practical Nurse. The following is a breakdown of those hours by course. These hours are the minimum and additional hours may be required per instructors’ discretion. A layout of class/clinical times for each course is found in the nursing program’s calendar.

NURSING PROGRAM COURSE LAYOUT

Subject Instructional Time

Principles and Fundamentals 346

Growth and Development 114

Anatomy and Physiology 70

Nutrition and Diet Therapy 43

Pharmacology 127

Medical-Surgical 243

Geriatrics 106

Psychiatric Nursing 93

Obstetrics 100

Pediatrics 96

TOTAL INSTRUCTIONAL HOURS 1,338